



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-08)

OPEN TO: All Interested Candidates
POSITION: Information Technology Specialist, Personal Services Contractor
OPENING DATE: February 22, 2012
CLOSING DATE: March 08, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. www.peacecorps.gov

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Information Technology (IT) Specialist.

The IT Specialist is responsible for the upkeep and maintenance of Post servers, network and communication systems. The IT Specialist is the primary contact for first-tier technical support at Post; administering the local IT systems, maintaining ITS mandated configurations and ensuring that all IT systems adhere to Peace Corps and US Government policy. Daily tasks will be managed by the Director of Management and Operations or Country Director yet the incumbent is expected to exercise initiative, independent judgment and skill while carrying out recurring duties.

QUALIFICATIONS REQUIRED

- Bachelor's degree in Computer Science, or Bachelor's degree with additional formal Information Systems education.
- At least two years of experience in supporting/troubleshooting Windows computer systems within an office.
- Level IV, both English and Nepali (written and spoken).
- Demonstrated experience in any form of training including ad hoc or informal training of co-workers.
- Demonstrated experience providing technical support to computer users of various levels of computer skills in an office environment.

- Demonstrated ability to understand and interpret technical manuals, and written and verbal instructions.
- Demonstrated ability to understand and implement IT Security solutions.
- Demonstrated knowledge of purchasing and installing IT equipment and office phone systems.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS

- Demonstrated experience, either as a contractor or direct-hire employee, in U.S. Government agencies and/or Peace Corps.
- Demonstrated experience with standard Peace Corps software: MS Windows Server 2008, MS Exchange 2010, Forefront Threat Management Gateway 2010, Symantec Backup Exec 2010, Symantec Endpoint Protection Manager, RSA Authentication Manager 6.1.1, MS SharePoint 2007, MS SQL Server 2005, WSUS, Adobe Dreamweaver CS4, MS XP, MS Office 2007.
- Demonstrated experience with Local Area Networks/Wide Area Networks, including experience installing and troubleshooting Internet connectivity.
- Demonstrated experience administering and troubleshooting MS Windows Server 2008, Active Directory, Virtual Machines (Hyper-V), Corporate (WAN/LAN) backup, anti-virus, remote installation, access, file management and update solutions, Database (Aquifer, SQL), web sites, MS SharePoint sites and MS Exchange 2010.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.08ITS@gmail.com . A confirmation email will be sent when your email is received.